Effective Email Writing Checklist

Before sending your email, ask yourself the following questions:

- ☐ **Is email the appropriate tool for the situation?**
- ☐ **Am I sending it to the appropriate person/people?**
- ☐ **Is there a clear and specific subject line?**
- ☐ **Have I addressed the recipient appropriately?**
- ☐ **Is the body clear and concise?**
  - **Are the paragraphs 1-3 lines maximum?**
  - **Are items listed/bulleted/bolded when appropriate?**
- ☐ **Have I stated my purpose in the opening sentence (ex: to inform/request)?**
- ☐ **If making a request, is it clear what I am asking and when I expect action?**
- ☐ **Is my email appropriate according to the culture and norms of my workplace?**
- ☐ **Do I have an appropriate closing and signature?**
- ☐ **Have I included attachments in a user-friendly way?**
  - **Are they clearly labelled? Not too big?**
  - **Would sending a hyperlink to a folder of documents be more effective?**
- ☐ **Have I proofread?**